

Acting Chief, Personnel Division

14 September 1960

Chief, Services Division

Interviewing of Applicants for Services Division

1. Reference is made to several conversations between this office and members of the Personnel Division regarding interviews with applicants for positions in Services at the GS-8 level or equivalent and below.

2. Although it is the policy of the Personnel Division to assign individuals in these grades to an operating activity without prior interview, an exception to this policy is requested for the Services Division for all positions other than clerical, typist, or stenographic. Recently, arrangements were made by this office with [redacted] of your [redacted] whereby photographers would be referred to us for interview. Interviews are desired for other than clerical, typist and stenographic positions in view of the varied categories of positions in Services requiring special types of experience, such as reproduction and photographic, bindery, procurement and supply, auditing, telephone installations and services, switchboard, etc., and familiarity with operation of certain vehicles, machines, presses, fork lifts, etc.

3. Your consideration and concurrence in the above will be appreciated.

/s/ [redacted]

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cc: MIM Chrono
Person. Div. file
Procedure file
Chf. Ser. Div. Pers. file

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